

Single Reference Line:

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Proposed Cable Handbook

REFERENCE : Memo dtd 8 July 71 to DDS fr DDP same subject.
(TS #1234)

Multiple References Lines:

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Proposed Correspondence Guide

REFERENCES : a. Memo dtd 10 Sep 71 to C/SSS fr DDS subj.
Agency Regulations (DDS 71-10651)
b. Minutes of Meeting dtd 7 Sep 71 to C/SSS
fr C/RCB subj. GPO Style Manual
c. Memo dtd 2 Nov 71 to DDS fr DDS&T subj.
same as above (DDS&T 71-7897)

~~CONFIDENTIAL~~

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CORRESPONDENCE - GENERAL

cc: Director, Federal Bureau
of Investigation (with Encl. 1.)
Director, Office of Defense
Mobilization

To show the distribution of the original and all other copies, type the word "Distribution" flush with the left margin, two spaces below the last external information addressee. Immediately below "Distribution" list the original and copies in the following manner:

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- Orig. and 1 - Addressee
- 1 - DD/S
- 1 - Exec. Reg. (with basic)
- 1 - Chrono

Again--this information is typed only on copies to be retained in the Agency. Paragraph 22, cites other rules governing when to show copy distribution information on originals and copies.

48. Originating Office Identification. "MS/RMD:JCLucas:dje/9876 (22 June 54)" as shown in Exhibit 3 denotes the originating office (MS/RMD), the originating official (JCLucas), the typist (dje), the originator's telephone extension if appropriate (9876), and the date the memorandum was dictated (22 June 54). Refer also to Paragraph 23.
49. Defense Classification and Control Markings. See Paragraph 24.

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25X1

CORRESPONDENCE - GENERAL

new letterhead

CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

9 SPACES

MEMORANDUM FOR: Administrative Officer, Office of Defense Mobilization

ATTENTION: Assistant Training Officer

SUBJECT: Interagency Correspondence Standards

REFERENCES: (a) ODM memorandum of 8 June 1954 to CIA
 (b) Bureau of the Budget Circular No. 00 of 10 Jan. 1954

4 SPACES

3 SPACES

IN REPLY REFER TO:
 MS/RMD
 15 June 1954

4 SPACES

1. References (a) and (b) indicate that there is considerable interest in establishing interagency correspondence standards, with particular emphasis on the format of memorandums. This Agency concurs in this concept, provided complete agreement can be reached among agencies so that only a few exceptions need be considered by letter writers and typists.

2. This memorandum represents the format used by the Central Intelligence Agency in corresponding with certain agencies and officials. Its principal features are:

- a. The "IN REPLY REFER TO" line is used at the discretion of the dictating official. Its use encourages correspondents to identify memorandums to which they are replying.
- b. THE "MEMORANDUM FOR" and "SUBJECT" lines are required standards. "ATTENTION" and "REFERENCE" lines are optional. When only one reference is cited it is not necessary to identify it alphabetically.
- c. In addition to being numbered, second and succeeding pages are identified approximately one inch from the top, by the subject line repeated from the first page.
- d. A command line, "FOR THE DIRECTOR OF CENTRAL INTELLIGENCE" is provided whenever the individual signing the correspondence has been delegated authority to do so for the Director of Central Intelligence.

↑
APPROXIMATELY 1"↓

EXHIBIT 3 (PART 1)

MEMORANDUM ON LETTERHEAD - FIRST PAGE